

10/29 (17)

Christine Joyce

From: Dean Charter
Sent: Wednesday, October 24, 2012 5:04 PM
To: Steve Ledoux; Manager Department
Subject: CPA project vetting
Attachments: 27D ToA - Street Trees in Historic Districts.doc

Steve,

In 2009 Town Meeting approved the appropriation of \$10,000 from the Community Preservation Fund for planting Street Trees in the 3 Historic Districts under Historic Preservation (Restoration of Historic Streetscape). As a result, 24 trees were planted, and we have now expended all funds. I would like to see if the Selectmen would be in favor of a new request along the same lines for the 2013 Town Meeting. If so, I can prepare the full application. I have attached a copy of the award letter from 2009.

Please let me know how the BOS receives this, and I will proceed accordingly. I will not be asking for any other CPA funds, although the Historic Commission might ask for funds for the asa Parlin House project.

Regards,

Dean



**Community Preservation
Committee**

TOWN OF ACTON

472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9636
Fax (978) 264-9630
cpc@acton-ma.gov
www.acton-ma.gov

April 16, 2009

Mr. Steven Ledoux
Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

**Re: 2009 CPA Project Funding – Town of Acton
Historic Streetscape Restoration – Shade Trees in Historic Districts**

Dear Mr. Ledoux:

Congratulations to the Town of Acton on being a recipient of 2009 Community Preservation funds (CPA funds). The Town's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of all the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town staff person assigned to this project is Dean Charter, Tree Warden and Director of Municipal Properties. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for this project is available immediately following the release date of this letter. However, please note the award conditions set forth herein.
- CPA funds shall be disbursed in accordance with standard Town of Acton accounting procedures, policies, and controls, after project completion to your satisfaction consistent with and limited to the project scope for the purchase of 30 to 40 shade trees and related planting materials as presented in your funding application, and after:

- a) receipt by the assigned Town staff person of an invoice for materials and plant stock received for the entire project;
 - b) verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met; and
 - c) the assigned staff person has verified that the conditions of this award letter have been met.
- CPA fund disbursements may also be made in installments after completion of project phases or components defined in the funding application and in a contract for services or purchase order, and subject to the aforesaid conditions.
 - Payments from CPA funds will be made for the aforesaid purchases, up to \$10,000.
 - The trees shall be planted within designated Local Historic Districts on publicly owned land, street rights of way, or, where no public space is available, on adjacent private properties as provided by Massachusetts General Law Chapter 87.
 - No trees shall be planted in locations where they would interfere with future sidewalks.
 - The Town's labor contribution for planning, planting, staking, and nurturing shall total approximately \$20,000 in value.
 - Any significant changes to the project from what was presented in the funding application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Planning Director (978-264-9636; rbartl@acton-ma.gov) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.
 - Upon completion of the project and payment of all bills, you must certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.
 - Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
 - Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Please submit a letter to the CPC detailing how the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program that should be posted at the project sites while work is ongoing.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 264-9636.

Finally, please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Ken Sghia-Hughes
Chair
Community Preservation Committee

cc: Board of Selectmen
Roland Bartl, Planning Director
Dean Charter, Tree Warden/Director of Municipal Properties
Karen Kucala, Assistant Finance Director

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**Re: 2009 CPA Project Funding – Town of Acton;
Historic Streetscape Restoration – Shade Trees in Historic Districts;
up to \$10,000.**

The Town of Acton accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2009

Mr. Steven Ledoux
Town Manager
Town of Acton
472 Main Street
Acton, MA 01720